



26 JUN 1973

MEMORANDUM FOR: Director of Central Intelligence

VIA : Executive Secretary, CIA Management
Committee

FROM : Deputy Director for Management and
Services

SUBJECT : Disposition of Units Presently Constituting
the Support Services Staff

1. Action Requested: It is requested that the following plan to dispose of the Branches of the Support Services Staff 30 June 1973 be approved. This proposal will combine the information management elements which once existed in Support Services Staff and will make the Regulations Control Branch a staff to the Executive Officer to the Deputy Director for Management and Services.

2. Basic Data or Background: It has been decided that the Support Services Staff will be abolished effective 30 June 1973. At that time, three positions--chief, deputy chief, and secretary--will be given up. The Regulations Control Branch will be assigned to the Executive Officer to the Deputy Director for Management and Services. The other elements of the Support Services Staff, namely, the Records Administration Branch, the Microfilm Program Branch, and the Records Management Branch will be transferred to the Special Assistant for Information Control. Simultaneously, the Special Assistant for Information Control will be formally organized within the Directorate as the Chief, Information Management Staff. The Microfilm Program Branch will be tasked in accordance with the attached proposed regulation which establishes a microfilm officer and staff with Agency-wide responsibilities.

3. Staff Position:

4. Recommendation:

a. That the Special Assistant for Information Control be designated Chief, Information Management Staff effective 1 July 1973.

b. That, effective the same date, the Records Administration Branch, the Records Management Branch, and the Microfilm Program Branch be transferred to the Information Management Staff.

c. That, effective the same date, the Regulations Control Branch be transferred to the Executive Officer to the Deputy Director for Management and Services.

d. That the attached proposed regulation on the microfilm program for the Agency be approved.



STATINTL

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

Attachment

APPROVED: _____

DISAPPROVED: _____

SAIC:GFD:bec (21 Jun 73)

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Remarks: Gail: As you can see, we have withdrawn this memorandum from the front office. Further discussion with Harold indicates that subparagraphs b. and c. in paragraph 4 are clearly decisions for DD/M&S. Paragraph 4.a. is probably a decision that should be reached by DD/M&S also. However, I suggest you prepare a brief memorandum to DD/M&S suggesting two or three acceptable names and Harold can check them out informally with Mr. Colby. Re paragraph 4.d., I suggest we send the proposed HN to the Regulations Control Staff with instructions to subject it to the standard coordination procedures.					
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FROM: NAME, ADDRESS AND PHONE NO.					
Executive Officer to the DD/M&S					
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